

# Action Plan

## July 21<sup>st</sup>, 2004

### For the Special Education Advisory Panel

What	Who	By when	Discussion
Acquire nominations for Vice Chairperson.	Nomination Com.	August 25 <sup>th</sup> , 2004	
Streamline and summarize the APR	Russ Hammond	September 1 <sup>st</sup> , 2004	<b>COMPLETED</b>
Create an Action Plan	Bonnie Steiner-Leavitt	August 1 <sup>st</sup> , 2004	<b>COMPLETED</b>
Appoint Focus Committee members	Executive Committee	Next Executive Committee Meeting	
Send nomination letters to Dr. Howard and sorry letters to applicants	Bonnie Steiner-Leavitt	August 20 <sup>th</sup> , 2004	<b>COMPLETED</b>
Notify Panel of "Hot Topics"	Russ Hammond	As available On-going	
Write a Mission Statement. Use the purposes from the September 2003 for a beginning.	Bonnie will provide copies of the purpose at the next Executive Meeting. Executive Committee will write Mission Statement.	September 1 <sup>st</sup> , 2004	<b>COMPLETED</b>
Appoint Charter School Representative to the SEAP.	Dr. Jana Jones	ASAP	
E-mail full panel advising them of the changes in the chairperson.	Bonnie Steiner-Leavitt	Before September 2004 Meeting	<b>COMPLETED</b>
Will bring the writing of the Mission Statement before the full panel.	Russ Hammond	September 2004 Meeting	
Develop a table explaining the changes to the Operating Guidelines.	Russ Hammond	Before September 2004 Meeting	<b>After perusing the Operating Guidelines, Russ found them to be self- explanatory.</b>
Develop a rating sheet for committees for SEAP members.	Bonnie Steiner-Leavitt	Before September 2004 Meeting	<b>COMPLETED</b>
Develop a flow chart for the Idaho State Department of Education	Russ Hammond Bonnie Steiner-Leavitt	Before September 2004 Meeting	<b>COMPLETED</b>
Develop an Attendance Sheet to track member attendance.	Bonnie Steiner-Leavitt	Before September 2004 Meeting	<b>COMPLETED</b>
Present changes to the SEAP Operating Guidelines.	JoAnn Lopez-Miller	September 2004 Meeting	<b>COMPLETED</b>
Reassure that the changes to the Operating Guidelines are consistent with the IDEA.	Bonnie Steiner-Leavitt	Before September 2004 Meeting	<b>COMPLETED</b>
Visit SEAP website for Wisconsin and report back to Committee	Cindy Lijewski	November 1, 2004	
Visit SEAP website for Montana and report back to Committee	JoAnn Lopez-Miller	November 1, 2004	
Visit SEAP website for Iowa and report back to Committee	Russ Hammond	November 1, 2004	
Visit SEAP website for South Dakota and report back to Committee	Therese Clifford	November 1, 2004	
Visit SEAP website for New Mexico and report back to Committee	Julie Oye-Johnson	November 1, 2004	

What	Who	By when	Discussion
Visit SEAP website for Washington and report back to Committee	Linda Sundstrom	November 1, 2004	
Visit SEAP website for Alaska and report back to Committee	Melinda Lindsey	November 1, 2004	
Visit SEAP website for Utah and report back to Committee	Bonnie Steiner-Leavitt	November 1, 2004	<b>COMPLETED Sept. 28<sup>th</sup>, 2004</b>
<b>Secondary Transition</b>			
Access Website at ISU-ADA Center. This contains information.	Members	Next Meeting January 26 <sup>th</sup> , 2004	
Put APR and SIG Grant on the SEAP Website	Bonnie	Immediately	
E-Mail out information/dates on the Graduation Planning Process Workshops by Jacque to the Secondary Transition Focus Committee.	Bonnie	Immediately	<b>COMPLETED 09/28/04</b>
E-Mail Graduation Decision Guidance, key indicators, taxonomy and etc. to the Secondary Transition Focus Committee.	Bonnie	Immediately	<b>COMPLETED 09/28/04</b>
Check out the Washington state access to resources and report back to the to the Secondary Transition Focus Committee.	Cindy	Next Meeting January 26 <sup>th</sup> , 2004	
Check the New Mexico and Montana Timelines and report back to the Secondary Transition Focus Committee.	Dennis	Next Meeting January 26 <sup>th</sup> , 2004	
Come up with a list of councils/groups working on Secondary Transition and Self-Advocacy, etc.	Beth	Next Meeting January 26 <sup>th</sup> , 2004	
Attend Jacque's regional Graduation plan training	Members	Next Meeting January 26 <sup>th</sup> , 2004	
Up-dates from Jacque by attendance/written material at next meeting	Russ	Next Meeting January 26 <sup>th</sup> , 2004	
Bring list of your committee resources or samples of resource documents from members community	Members	Next Meeting January 26 <sup>th</sup> , 2004	
Ask Panel if any of them have Special Education timelines for their district.	Cindy	Today	

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<b>NCLB/SPED</b>			
<p>Letter to Dr. Howard in response to her Request. Contents will include the following recommendation:</p> <ol style="list-style-type: none"> <li>1. Encourage the State Board of Education to include a growth indicator, as a safe harbor, with the proficiency level to measure AYP.</li> <li>2. Provide districts who do not meet AYP with grant money to support the development of an improvement plan.</li> <li>3. Support the concept of the alternate method of graduation.</li> </ol> <p>Additional concerns:</p> <ol style="list-style-type: none"> <li>1. The overrepresentation of Limited English Proficiency (LEP) minority students in Special Education.</li> <li>2. The backlash that may occur because Special Education students may be seen as having an impact on Adequate Yearly Progress (AYP) and as a result, the focus of the students program is not on individual needs but only on skills like reading and math.</li> <li>3. We as a committee would advise the State Department of Education/State Board of Education to monitor the morale of the special education staff and students due to the expectations for special education students to reach proficiency.</li> </ol>	Committee	March 1, 2005	
Get a speaker from the State Board of Education to talk about accountability, such as Chris Miller	Russ/Greg	Next Meeting January 26 <sup>th</sup> , 2004	
Get a speaker from the State Department of Education to talk about accountability such as Bob West.	Russ	Next Meeting January 26 <sup>th</sup> , 2004	
Draft letter of congressional delegation regarding counting Special Education students for two years after they exit school.	Dina	Next Meeting January 26 <sup>th</sup> , 2004	
<b>Recruitment/Retention</b>			
Get and distribute copies of State standards and CEC Standards with a comparison between the two.	Russ	October 5 <sup>th</sup> , 2004	
Focus Committee recommendations will be presented to the Professional Standards Committee.	Therese	September 27 <sup>th</sup> , 2004	<b>COMPLETED Sept. 27<sup>th</sup>, 2004</b>

<b>What</b>	<b>Who</b>	<b>By when</b>	<b>Discussion</b>
Distribute the ten year forecast	Russ	October 15 <sup>th</sup> , 2004	
Update APR indicator data for the Panel	Russ	Next Meeting January 26 <sup>th</sup> , 2004	
Supply and Demand data for 2003-04	Russ	Next Meeting January 26 <sup>th</sup> , 2004	
Research caseload standards on CEC and other association websites	Debbie	October 15 <sup>th</sup> , 2004	
Russ will bring caseload size limit outcomes from meeting w/Mike Friend	Russ	Next Meeting January 26 <sup>th</sup> , 2004	
Copy of Application to NASDSE	Russ	Next Meeting January 26 <sup>th</sup> , 2004	
Copy of Alternate Pathways	Russ	Next Meeting January 26 <sup>th</sup> , 2004	
Find out where the state board is in the rule making process for alternate pathways. Possibly a conference call will be needed to react to this data before the next meeting.	Russ	Next Meeting January 26 <sup>th</sup> , 2004	